

Bob Holden
Governor



Jacquelyn D. White
Commissioner

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TO: Department Directors

FROM: Jacquelyn D. White, Commissioner of Administration

DATE: February 2, 2004

RE: State Vehicle Policy Changes

The Office of Administration's State Fleet Management Program has finalized revisions to the State Vehicle Policy (SP-4). The new policy is effective February 1, 2004. A copy of the new policy is attached for your review and also available on the State Fleet Management web site at <http://www.oa.mo.gov/gs/fm/index.htm>. Highlights of the changes to the policy include:

- New definitions for commuting in state vehicles, circumstances for allowable commuting and a new approval process whereby the State Fleet Manager must approve all "reportable" commuting assignments
- Formalization of the new vehicle preapproval process that was implemented this fiscal year for most passenger vehicles
- New vehicle replacement criteria including a 7-year, 105,000 minimum mileage requirement for most passenger vehicles

Please distribute this policy to the appropriate personnel within your agency. Now that the policy is in effect, the State Fleet Management Program will commence a review of all reportable commuting assignments. This new process, as outlined in the policy, requires each agency head to submit a Reportable Commuting Authorization Form to the State Fleet Manager for approval. This form is attached and will be posted on the State Fleet Management web site. Please send your completed forms to the attention of Cindy Dixon, State Fleet Manager, Room 760, Truman Building by February 27, 2004.

I appreciate your support as we continue our efforts to improve the efficiency of the state vehicle fleet.

c: Agency Fleet Coordinators

Enclosures